

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a Contract with Pivot Architecture for Roosevelt Operations Center Consolidation and Interior Remodel Architectural and Engineering Services.

Board Meeting Date: 1/8/2019

Project Name/Contract #: HQ to ROC Feasibility Space Planning Services / Q2528

Primary Contact: Rod Price Ext. 7122

Contract Amount:

Original Contract Amount: \$121,000

Additional \$ Previously Approved: \$

Invoices over last approval: \$0

Percentage over last approval: 43%

Amount this Request: \$52,000

Resulting Cumulative Total: \$173,000

Contracting Method:

Method of Solicitation: Sole Source

If applicable, basis for exemption: EWEB Rule 3-0275, Sole-source Procurements

Term of Agreement: 12/13/2019

Option to Renew? Yes

Approval for purchases "as needed" for the life of the Contract Yes No

Proposals/Bids Received (Range): N/A

Selection Basis: N/A

Narrative:

Operational Requirement and Alignment with Strategic Plan

The original contract was based on consolidating most staff to the ROC location, but leaving approximately 75 employees at the downtown location including Customer Services staff. After the initial design and construction contracts were completed and approved, the decision was made to consolidate a much larger group to the ROC, including Customer Service, resulting in significant revisions to the existing floor and office plans to accommodate the additional staff. The additional fees include provisions for acoustical engineering for the call center, as well as additional structural engineering. Based on the original scope Pivot would have stayed within the threshold for a direct negotiation.

Contracted Goods or Services

Initially Pivot looked at the feasibility of relocating some staff from headquarters to the ROC. For the original scope of work, Pivot worked with EWEB workgroups to determine the best use of space and created construction documents for bidding, permitting and construction purposes. Once it was decided to bring all the staff to the ROC (Call Center, Customer Services group) additional engineering and architectural work was required to alter existing plans, which included remodel work in previously untouched areas.

Prior Contract Activities

Original ROC design, consolidation feasibility work, and HQ North Building feasibility space planning services.

Purchasing Process

PIVOT was the architecture team on the original building design and completed the preliminary space analysis. They have extensive knowledge of the building and EWEB staffing and operational requirements that other firms either do not have or would take significant time and effort to research and develop. PIVOT has working knowledge of the structure and systems of the ROC.

Bidder/Proposer Information

Pivot Architecture

Bidder/Proposer Location

Eugene, OR

Competitive Fair Price (If less than 3 responses received)

Total contract amount: \$173,000.

Pivot's hourly rates are consistent with other architecture firms, Pivot would likely be more efficient because they already had the drawings to their standards (since they drew them originally) and a new firm would have to develop an understanding of how the various EWEB workgroups function and collaborate. Further, EWEB wants to keep the remodel work consistent with existing standards; Pivot developed these Standards and Specifications.

ACTION REQUESTED:

Management requests the Board approve a Contract with Pivot Architecture for Roosevelt Operations Center Consolidation and Interior Remodel Architectural and Engineering Services. Funds for these services were budgeted for 2019. The ROC/HQ consolidation project budget is \$1.8 Million and the Total Electric Division budget for 2019 is \$37.3 Million.